

WGI TRAVEL INFORMATION

Updated 10/2025

WGI Travel
Information
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WHEN TO BOOK TRAVEL

Judges & Staff are released to begin booking travel in the fall after assignments have been released and confirmed by all divisions. You will hear from your Event Manager regarding when to do this.

All travel must be booked, **at the latest**, 45 days prior to the regional weekend. Those judges & staff who fail to book within 45 days of the regional may forfeit their assignment.

Details for where to fly are available under your individual assignments. *(Coming November 2025, this information will be under a different tab via assignments.)*

All airline travel should be booked via Concur

ONE DAY REGIONAL EVENTS



Arrival – Any time on Friday



Departure – Any time on Sunday

TWO DAY REGIONAL EVENTS



Arrival – Any time on Friday



Departure – After 6:30 pm* Sunday

**Sometimes, WGI will ask that you depart later than 6:30 pm, especially in locations where the airport is more than 60 minutes from the venue. See Preferred Airports under Assignments in the Staff Dashboard for additional Details.*

Color Guard & Percussion World Championships



Arrival – Wednesday (*times may vary*)



Departure – Any time Sunday

Winds World Championships



Arrival – Friday (*times may vary*)



Departure – After 6 pm Sunday or Monday

WGI TRAVEL POLICY

When selecting travel, please choose the cheapest fare available that falls within both your travel parameters and the scope of the event weekend.

- For example, if you have to work and cannot depart on Friday from the airport until 6 pm, then look for the cheapest fare that departs after 6 pm on Friday.
- If the flight requires approval, please be sure to state this in the pop-up box where you must select a reason.

You may book any flight that is within \$60 of the cheapest fare.

- For example, if the flight you select is \$450 and the cheapest fare is \$400, that flight will be approved and you will not owe an overage.

Concur has a \$425 limit on flights before approval. This is not considered the maximum price of a flight for our travelers.

- We recognize that flight prices have risen, and as long as your selected fare is within \$60 of the lowest option, it will be approved. The limit is set by WGI and simply helps us monitor overall travel expenses through the season.

HOW DO I KNOW IF I OWE FOR A FLIGHT



If your flight is more than \$60 over the cheapest fare for a flight that fits within your travel parameters, then we will approve the flight and let you know that there is an overage.



Overages are taken out of the paycheck associated with that regional event.



In some instances, your event manager will reach out and verify that you want to pay the overage. This is mostly for overages of more than \$100.

WGI does not use discount carriers to compare to the cheapest fares.

- *Discount carriers include Spirit, Allegiant, & Frontier, among others*

Southwest is not considered a discount carrier and will be used as a comparison.

WGI does not use the fare class Basic Economy on any carrier to compare to the cheapest fares.

- *When booking travel through Concur, Basic Economy should not an option due to the restrictions on the airfare but some flights slip through, please pay attention when booking your travel.*

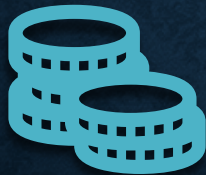
Websites to search low-cost travel



[ITX Matrix Software](#)



[Southwest Airlines](#)



[Google Flights](#)



[Kayak](#)

CONCUR INFORMATION & TIPS

There are a few items to keep in mind when you are looking for and booking travel in Concur.

1 - When selecting your flights, pay attention to the dates.

(Change fees vary by airline, class of service, and sometimes the traveler's status on that airline.)

Flight Search

Round Trip

One Way

Multi City

From * ?

Dayton, OH - Dayton Intl Airport

[Find an airport](#) | [Select multiple airports](#)

To * ?

Christmas Island - Christmas Island Airport

[Find an airport](#) | [Select multiple airports](#)

Depart * ?

11/05/2025

depart ▾

06:00 am ▾

± 12 ▾

✓

Return * ?

12/09/2025

depart ▾

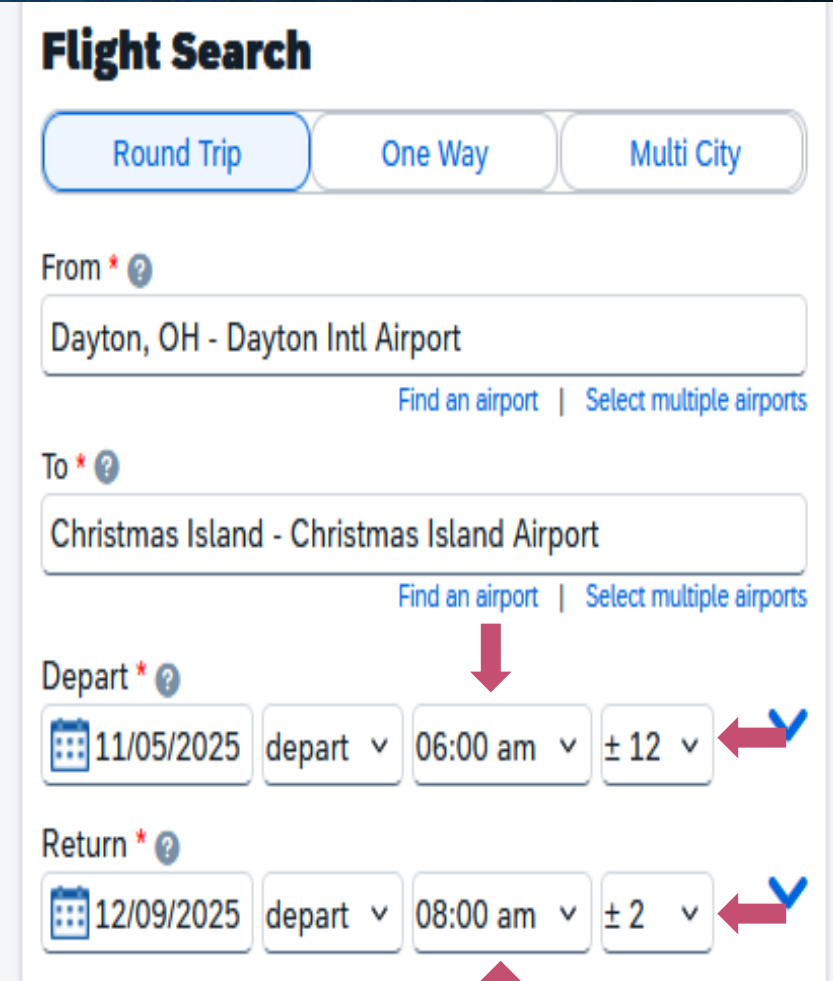
08:00 am ▾

± 2 ▾

✓

2 – To narrow down your options, change the time of departure to the time you would like to depart and then use the drop down arrows to limit or expand the search if necessary.

This feature is great if you already know the exact flight you want to take.



Flight Search

Round Trip One Way Multi City

From * ?
Dayton, OH - Dayton Intl Airport
[Find an airport](#) | [Select multiple airports](#)

To * ?
Christmas Island - Christmas Island Airport
[Find an airport](#) | [Select multiple airports](#)

Depart * ?
11/05/2025 depart 06:00 am ± 12 ✓
↑

Return * ?
12/09/2025 depart 08:00 am ± 2 ✓
↑

The image shows a flight search interface with several red arrows pointing to specific elements: one points to the 'To' destination field, another points to the 'Depart' time dropdown menu, and a third points to the 'Return' time dropdown menu. There are also blue checkmarks at the end of the time selection rows.

- Once you have selected your flights and one of the travel policies has been “violated” you will see this pop-up box.
- Please choose a reason for selecting your preferred flight.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

- ⚠ Per the WGI Travel Policy, airline tickets over \$425 must be approved by WGI.
- ⚠ Per the WGI Travel Policy, WGI will only allow alternative flight choices when the price of the chosen ticket is less than \$60 higher than the least logical airfare.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

-- Please Choose a Reason --

Cheapest Fare, Requires Approval

Declined due to Airline

Declined due to Connecting City

Declined due to Flight Times

Preferred Flight, Will Pay Any Overages

Save

Cancel

NOTE: We will log flights which you did not take.

The selected fare was: \$753.36
The least cost logical fare was: \$415.37

- If your reason requires an explanation, please provide the details here. (For example, cannot depart until 6 pm on Friday & this is the cheapest fare after 6 pm.)

- If you are aware that the flight is over the limit and you are okay with paying the overage, please state that here also.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

- ⚠ Per the WGI Travel Policy, airline tickets over \$425 must be approved by WGI.
- ⚠ Per the WGI Travel Policy, WGI will only allow alternative flight choices when the price of the chosen ticket is less than \$60 higher than the least logical airfare.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Preferred Flight, Will Pay Any Overages ▾

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

This is my preferred flight and I will cover the overage.

Save Cancel

The selected fare was: \$753.36
The least cost logical fare was: \$415.37

Concur is backed by a travel agency. The agency receives flights from the airlines at specific price points. Once they are sold out of flights at that specific price point, the “agency” charges a higher rate for that flight.



Please check your preferred carriers' website to ensure the price on Concur matches, if it is ever cheaper on the carrier's website, please contact your WGI Event Manager.

OTHER TRANSPORTATION

MILEAGE REIMBURSEMENT

WGI will pay the IRS Mileage Rate if you choose to drive your personal car. Mileage rate includes gas and parking fees (*this includes hotel parking unless you are otherwise notified*).

Total mileage reimbursement is not to exceed the lowest possible airfare for travel to the same destination.

Travelers must complete the Mileage Form within 30 days of the conclusion of the event.

Toll payments will be reimbursed separately with appropriate receipts.

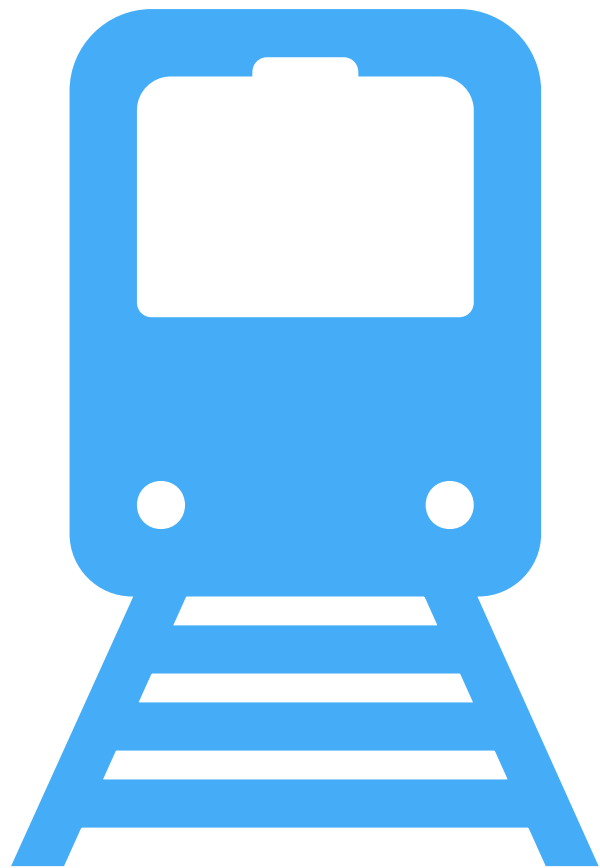
WGI reserves the right to refuse reimbursement if any of the above is not satisfied.

Mileage forms and instructions for filing are on the staff dashboard.

CAR RENTAL

Travelers are permitted to rent a car and drive to the event if you choose not to drive your personal car. *(Travelers may only submit for mileage or a car rental/gas; they may not submit for both.)*

Occasionally WGI will ask that you rent a car for the event weekend. WGI has a national account through Enterprise/National and may book your car via this method if you are asked to rent a car.



TRAIN
(WHERE
AVAILABLE –
CONTACT YOUR
EVENT MANAGER
FOR FURTHER
DETAILS)

EVENT DETAILS

TRANSPORTATION AT THE EVENT

The Event Partner is responsible for your transportation to/from the airport/hotel/event site.

If you choose to make alternate arrangements, please contact your Lead Judge and Contest Administrator ahead of the event weekend.

HOTEL AT THE EVENT

The Event Partner will make reservations for WGI Staff/Judges for an arrival on Friday and departure on Sunday for most regionals. If you are unable to depart on Sunday due to the contest and airline schedules, then WGI will ensure you have accommodation for Sunday evening.

If you choose to arrive early or stay late, keep in mind that you would do so at your own expense.

If you have any questions regarding your hotel at a WGI event, please contact the Contest Administrator. WGI Judges should not reach out to the Event Partner directly for any reason.

TERMS & CONDITIONS

- Airline tickets purchased by WGI remain the property of WGI and can only be used for approved events. Airline tickets used for unauthorized reasons will require full reimbursement to WGI.
- Additional travel expenses may be reimbursed with express written permission from the Director of Color Guard, Director of Percussion, Director of Winds, or the Executive Director.

QUESTIONS

Please reach out to
your Event Manager